



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM

COMMISSIONER



January 15, 2010

RE: June 2010 Landscape Architect Registration Examination (LARE)

Dear Applicant:

The fee for the June 2010 LARE is shown on the application form. There is no charge for the State Section (Plant Characteristics), however, there is a \$200.00 (first time applicants) and a \$100.00 (retake applicants) Administrative Fee which everyone must pay. The dates of this exam are June 7 and 8, 2010. Please complete the enclosed application and return it, along with the appropriate fee, to this office postmarked by the deadline date. Deadline dates are as follows: **New Candidates** - no later than February 19, 2010. **Retake Candidate** - March 12, 2010. **Reciprocity Candidate** - April 23, 2010. Any application received in this office postmarked after the deadline date or which is not fully complete, along with any supporting materials that may be required, will not be accepted.

RETAKE CANDIDATES:

If you have taken the LARE previously, you will only need to retake the corresponding sections which you have failed. Retake candidates need only to complete the first page of the application. If you have taken parts of the exam in another state, and you are "new" to Louisiana, see NEW CANDIDATE section. The deadline for applying to retake exams is March 12, 2010.

NEW CANDIDATES:

New candidates are required to provide the information requested on the application and as stated in the enclosed Law, Rules and Regulations. Regarding your education, it is imperative that we receive a certified copy of your transcript(s). The more complete your application, the sooner we may process your application. Any incomplete application received will be disqualified for this exam. The deadline to apply to take the exam is February 19, 2010.

RECIPROCITY CANDIDATES:

Candidates for reciprocity who are licensed in other states through successful completion of an exam approved by CLARB need only complete the State Section, Plant Characteristics, to be licensed in Louisiana. There is not a fee for this section; however you must pay the \$200.00 Administration Fee. We must also receive a certified copy of your scores from your state of licensure. The state section will be administered on the afternoon of June 7, 2010. The deadline to apply for **reciprocity candidates only** is April 23, 2010.

If you have any questions, please call Faye Worsham at 225/952-8100.

Sincerely,

Craig M. Roussel, Director
Horticulture & Quarantine Programs

Enclosure

Agricultural & Environmental Sciences

P.O. Box 3596
Baton Rouge, LA 70821
(225) 925-3770
Fax: 925-3760

Agro-Consumer Services

P.O. Box 3098
Baton Rouge, LA 70821
(225) 922-1341
Fax: 923-4877

Animal Health Services

P.O. Box 1951
Baton Rouge, LA 70821
(225) 925-3962
Fax: 925-4103

Forestry

P.O. Box 1628
Baton Rouge, LA 70821
(225) 925-4500
Fax: 922-1356

Management & Finance

P.O. Box 3481
Baton Rouge, LA 70821
(225) 922-1255
Fax: 925-6012

Marketing

P.O. Box 3334
Baton Rouge, LA 70821
(225) 922-1277
Fax: 922-1289

Soil & Water Conservation

P.O. Box 3554
Baton Rouge, LA 70821
(225) 922-1269
Fax: 922-2577

New Process for Registering for the Graphic Sections of the L.A.R.E. (C & E)

All candidates registering for the graphic portions of the L.A.R.E. will now begin the exam registration process online with CLARB. In this new process, CLARB will assign a unique "Candidate ID" which will allow you to view your scores online and receive valuable exam-related information. This unique "Candidate ID" should be assigned by CLARB BEFORE you register with the Licensure Board.

For your convenience, we have provided step-by-step instructions below for starting the exam registration process on the CLARB website.

After you complete the steps below, you will be re-directed back to the Licensure Board's website to complete the graphic administration registration process. If you have questions or concerns about this "new" step in the graphic administration registration process, please contact CLARB's exam department via phone at 571-432-0332.

- 1) Go to **www.clarb.org**.
- 2) In the left navigation, click on "Examination (L.A.R.E.)."
- 3) In the left navigation, click on "Register for the Exam."
- 4) On the "Calendar of Events," locate and click on the graphic administration for which you wish to register. (This may require clicking on the ">>" button on the right side of the page, as the calendar only displays four months at a time.)
- 5) Enter your username and password to login.
 - a) If you do not remember your Username and Password, click on "Forgot Your Password" and your information will be mailed to the email address CLARB has on file for you.
 - b) If you do not have a Username and Password, click on "Sign Up as a New Contact" and follow the steps to create a Username and Password.
- 6) Again, on the "Calendar of Events" page, locate and click on the graphic administration for which you wish to register.
- 7) You must have – or you must create -- a unique "Candidate ID" in the CLARB database BEFORE you register with your Licensure Board for the graphic administration if you wish to view your graphic scores online when they are available 10-12 weeks following the graphic administration. This identification number is the only number used to link your exam scores to your record in the CLARB database.
 - a) If you already have a unique "Candidate ID" created, the unique "Candidate ID" field will be automatically populated with the last four letters of your last name and the last five digits of your Social Security/Social Insurance Number.
 - b) If you do not already have a unique "Candidate ID" created, the unique "Candidate ID" field needs to be populated. The first four letters of your last name will automatically be populated and you will need to enter the last five digits of your Social Security/Social Insurance Number (see example on the page).
- 8) Select the jurisdiction in which you wish to take the graphic administration. Click "Continue" to be re-directed back to the Licensure Board's website to complete the remainder of the exam registration process following your Licensure Board's specifications.



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MIKE STRAIN DVM, COMMISSIONER

Horticulture Commission, P.O. Box 91081, Baton Rouge, LA 70821-9081, (225) 952-8100, FAX (225) 925-3760



APPLICATION FOR LANDSCAPE ARCHITECTURE EXAMINATION

MAKE YOUR NUMBERS & LETTERS EXACTLY LIKE THESE EXAMPLES. USE CAPITAL LETTERS ONLY.

1 2 3 4 5 6 7 8 9 0 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

NAME	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.		PHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FIRST	<input type="text"/>				BUSINESS PHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MIDDLE	<input type="text"/>								
LAST	<input type="text"/>				SOCIAL SECURITY #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SUFFIX	<input type="text"/>								

MAILING ADDRESS	<input type="text"/>																
CITY	<input type="text"/>										STATE	<input type="text"/>	ZIP CODE	<input type="text"/>			

CHECK ONE: ☐ NEW CANDIDATE ☐ RE-TAKE ☐ RECIPROCITY

Sections Applying For JUNE 2010

<input type="checkbox"/> Section C: Site Design	\$276.00
<input type="checkbox"/> Section E: Grading, Drainage & Storm Water Management	\$276.00
<input type="checkbox"/> Section F: Plant Characteristics	N/A
*PLUS ADMINISTRATION FEE	
First Time In Louisiana & Reciprocity Applicants	\$200.00
Retake Applicants	\$100.00

TOTAL AMOUNT DUE

*** ALL APPLICANTS MUST PAY THE ADMINISTRATION FEE.**

IF YOU ARE A NEW CANDIDATE, YOU MUST ALSO COMPLETE THE ATTACHED FORMS AND PROVIDE ANY NECESSARY INFORMATION REQUESTED ALONG WITH THIS APPLICATION, SIGNED AND DATED, AND WITH APPROPRIATE FEES.

IF YOU ARE A RE-TAKE OR RECIPROCITY CANDIDATE, SIGN AND DATE BELOW AND RETURN ONLY THIS SHEET WITH APPROPRIATE FEES.

BY SIGNING THIS APPLICATION, THE APPLICANT AGREES TO ABIDE BY THE LOUISIANA HORTICULTURE LAWS, RULES AND REGULATIONS.

SIGNATURE	DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		M M	D D	Y Y	Y Y		

FEES AND ANY REQUIRED SUPPORTING EVIDENCE MUST ACCOMPANY THIS FORM.

AES-56-21 (r.1/08)

OFFICE USE	
Transmittal #	
Check #	<input type="text"/>
Date	<input type="text"/>
Amt. \$	<input type="text"/> .00



3. EXPERIENCE: MUST SUBMIT EXAMPLES OF WORK AS SPECIFIED IN RULES. START WITH MOST RECENT POSITION AND WORK BACKWARDS. ATTACH ADDITIONAL SHEETS AS NEEDED.

DATE FROM	DATE TO	STATE NATURE, CHARACTER & MAGNITUDE OF WORK. NAME, TITLE & LICENSE OF SUPERVISOR DESCRIPTION OF KEY WORK FEATURES	PART-TIME* TIME EMPLOYED	FULL-TIME TIME EMPLOYED	NAME, PHONE & FULL ADDRESS OF EMPLOYER

* INDICATE NUMBER OF HOURS WORKED PER WEEK FOR EACH ENTRY.

AFFIDAVIT

STATE OF _____, COUNTY OR PARISH OF _____, SS.

ON THIS _____ DAY OF _____, BEFORE ME PERSONALLY APPEARED

_____ KNOWN TO ME TO BE THE PERSON

HEREIN DESCRIBED, AND AS HAVING SIGNED THIS APPLICATION, AND ON OATH AFFIRMS THAT ALL THE STATEMENTS

HEREIN MADE ARE TRUE.

Notary Public

(SEAL)

Signature of Applicant